

VACANCY ANNOUNCEMENT
2010 Census
U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Detroit Regional Census Center

OPENING DATE:	11/21/2008	ANNOUNCEMENT NO.	DET-24-9-021
CLOSING DATE:	12/05/2008	DUTY LOCATION:	Detroit, MI

POSITION TITLE:
GRAPHIC SPECIALIST

GRADE AND SALARY RANGE:
GG-0301-07 (\$39,864-\$51,818 steps 01-10) GG-0301-11 (\$58,996-\$76,695 steps 01-10)
GG-0301-09 (\$48,761-\$63,395 steps 01-10) GG-0301-12 (\$70,711-\$91,928 steps 01-10)
Applicants new to federal service will be appointed to the grade qualified at the step 01 level.

PROMOTION POTENTIAL: GG-12

NUMBER OF VACANCIES: Two.

EXCEPTED SERVICE APPOINTMENT: This is a Schedule A appointment with a Not-to-Exceed date of 09/25/2010. May be extended beyond 09/25/2010 based on continuing work needs.

AREA OF CONSIDERATION: ***All Current Census Bureau employees within the Detroit Region.***
Note: All current employees on a less than one year appointment, such as an LCO employee must apply to the external posting. See DET-24-9-020 for the external announcement.

WORK SCHEDULE: This is a temporary full-time position. The incumbent of this position is covered by the mixed-tour employment program.

WHO MAY APPLY: Those listed in the area of consideration (***see above***).

DUTIES: GRAPHIC SPECIALIST

The incumbent of this position serves as a Graphic Specialist. The Graphic Specialist is responsible for creating, producing and providing materials and products to promote awareness for the 2010 Census and to promote partnership support for the 2010 Census with state, local, and tribal governments; community-based organizations, faith-based groups; schools; media outlets; businesses; and other grassroots entities in communities within the Regional Office (RO) and Regional Census Center (RCC) area. The incumbent will create printed materials by taking written text and executing illustrations to attract and interest the audience, to enhance or symbolize an idea that has been described in words, to produce an emotional effect, or to present information that cannot be expressed adequately in words alone. Printed materials may include pamphlets, flyers, posters, brochures, handouts, and other similar material for use in workshops, conferences, and presentations for distribution to the general public. The incumbent selects visual materials such as photographs, illustrations, graphics and clip art to be used in the communication of information; design the placement and appearance of visual materials; design the placement of text in relation to art; decide the type of styles and typographical effects; and plan effective use of color schemes, textures, and shapes considering the technical constraints of a particular method of communication through printed publication, exhibits and or oral presentations. The incumbent will produce products that may include pictures for exhibits, and informational booth backdrops; creating models, murals, or electronic documents or devices to permit viewers to access desired information electronically or via the Internet. Product illustrations can range in a variety of

artistic styles, from completely abstract to photo-like realism and should present visual information in the best format and form to suit and attract a selected or intended audience. Products may be designed to communicate simple ideas to a general audience, or may embody complex technical information and be aimed at a specialized, knowledgeable audience. The incumbent is responsible for using desktop publishing computer graphic software and photo editing software to produce products and materials. Such computer graphic systems and software can include using QuarkXpress, Microsoft Publisher, Microsoft PowerPoint, Adobe Photo Shop and Macromedia Fireworks.

QUALIFICATIONS:

1. Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below. To be eligible for this position you must have the specialized experience indicated below.
2. **Specialized experience is defined as:** Experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and which is typically in or related to the position to be filled. To be creditable, specialized experience must have been at least equivalent to the next lower grade level.

You may qualify for a position based on your education only, experience only, or a combination of both – as indicated below.

GG-0301-07: Applicants must have the experience **or** education indicated below **or** a combination.

Experience

Applicants must have one year of specialized experience equivalent to the grade 05 level in the federal service. This **specialized experience includes:** experience in producing and providing materials and products to promote awareness of products for the general public, creating printed materials by taking written text and executing illustrations to attract and interest the targeted audience **OR** experience in assisting a higher graded specialist in **at least one** of the following: (1) creating visual materials and products covering a broad range of subject matter areas, or (2) experience promoting awareness of issues utilizing visual media, or (3) experience creating pamphlets, flyers, posters, brochures, handouts, and other similar material for use in workshops or presentations.

Education

Bachelor's degree in any area with Superior Academic Achievement OR one full year of graduate education directly related to the position that provided: (1) ability to plan, organize, and create publicity materials; **and (2)** ability to develop visual materials utilizing automated software programs.

GG-0301-09: Applicants must have the experience **or** education indicated below **or** a combination.

Experience

Applicants must have one year of specialized experience equivalent to the grade 07 level in the federal service. This **specialized experience includes:** experience in developing and producing materials and products, to promote awareness of products for the general public, creating printed materials by taking written text and executing illustrations to attract and interest the targeted audience **AND at least one** of the following: experience in **(1)** creating visual materials and products covering a broad range of subject matter areas, or **(2)** experience promoting awareness of issues utilizing visual media for governments; community-based organizations; faith-based groups; schools; media outlets; businesses; and other grassroots entities in communities, or **(3)** experience creating pamphlets, flyers, posters, brochures, handouts, and other similar material for use in workshops or presentations.

Education

Two full years of graduate education or master's degree directly related to the position that provided: (1) ability to plan, organize, and create publicity materials; **and (2)** ability to develop visual materials utilizing automated software programs.

GG-0301-11: Applicants must have the experience **or** education indicated below **or** a combination.

Experience

Applicants must have one year of specialized experience equivalent to the grade 09 level in the federal service. This **specialized experience includes:** experience in developing and producing materials and

products, to promote awareness of products for the general public, creating printed materials by taking written text and executing illustrations to attract and interest the audience **AND at least two** of the following: experience in **(1)** creating visual materials and products covering a broad range of subject matter areas, or **(2)** experience promoting awareness of issues utilizing visual media for governments; community-based organizations; faith-based groups; schools; media outlets; businesses; and other grassroots entities in communities, or **(3)** experience creating pamphlets, flyers, posters, brochures, handouts, and other similar material for use in workshops or presentations.

Education

Three full years of graduate education or a Ph.D. directly related to the position that provided: (1) ability to plan, organize, and create publicity materials; **and (2)** ability to develop visual materials utilizing automated software programs.

GG-0301-12: Applicants must have the experience indicated below.

Experience

Applicants must have one year of specialized experience equivalent to the grade 11 level in the federal service. This **specialized experience includes:** experience in **(1)** creating visual materials and products covering a broad range of subject matter areas, **(2)** experience promoting awareness of issues utilizing visual media for governments; community-based organizations; faith-based groups; schools; media outlets; businesses; and other grassroots entities in communities, **and (3)** experience creating pamphlets, flyers, posters, brochures, handouts, and other similar material for use in workshops or presentations. Experience must include developing material from idea concept to completed copy for distribution.

Education

There is no substitute for experience.

HOW TO APPLY:

Each applicant must submit a completed Optional Application for Federal Employment (OF-612), a resume, or a SF-171, Application for Federal Employment (this form is obsolete but may be used) for each grade level. List your work duties and accomplishments relating to the job for which you are applying.

Step One: The application; the following formats may be used:

- a. [Optional Application for Federal Employment \(OF-612\)](#), **or**
- b. A resume for this position, listing your work duties and accomplishments relating to the job for which you are applying, **or**
- c. An Application for Federal Employment (SF-171) – this form is obsolete but may be used

Additionally, the following information is needed to evaluate your qualifications and determine if you meet legal requirements for federal employment. **Failure to provide this information may result in loss of consideration.**

- > Recruiting Bulletin Announcement number (i.e. DET-24-9-XXX), title (i.e. Graphic Specialist), and lowest grade acceptable (i.e. GG-0301-12) (do not mail a copy of the vacancy announcement as proof for the position you are applying). If you are applying for multiple grades (i.e. 09, 11, 12) you will need to submit a complete application packet for each grade
- > Full name, mailing address (including zip code) and day and evening phone numbers (with area code)
- > Social Security number
- > Country of citizenship (**this federal job requires U.S. citizenship**)
- > Veterans' Preference – Applicants claiming 10-point veterans' preference **must** submit an [SF15, Application for 10-Point Veterans' Preference](#), with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. If the applicant does not provide the supporting documentation for the 10-point preference, but has provided the documentation for the 5-point preference, they will receive the 5-point preference only (until the documentation for the 10-point preference is received). Applicants claiming 5-point veterans' preference must submit a DD-214 to receive preference (Member Copy – 4, if applicable). The DD-214 must show the type of discharge (i.e. Honorable/General)
- > Highest Federal civilian grade held (if applicable)

- > Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements and type of degree received. Graduates of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university
- > To qualify based on education submit a copy of your college transcript along with your application
- > Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer
- > Job-related training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), honors and awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.)
- > Use of any government agency envelopes to file job applications is a violation of federal laws and regulations. Applications submitted in government envelopes or via government FAX machines will not be accepted
- > Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (313.396.5200)

Step Two: Complete an [OF-306, Declaration of Federal Employment](#).

Step Three: Each applicant must complete and submit Evaluation Criteria for this position. **These questions must be completed and submitted along with the application.** (See attached sheet with the Evaluation Criteria questions.)

If applying for multiple grades each applicant must complete and submit a separate and complete application packet for each grade level. For example, if an applicant is applying to the grades 09, 11, and 12 they would submit THREE separate and complete application packets indicating on the paperwork which grade each application is for.

APPLICATION DEADLINE: Application materials must be received by the closing date of the recruiting bulletin. Applications received after this date will not be considered. Facsimile and emailed applications will not be accepted.

Send all application information to:

**Bureau of the Census
Detroit Regional Census Center
300 River Place Dr., Ste. 2950
Detroit, MI 48207
ATTN: Human Resource Specialist**

Read this entire document before calling the agency with questions. For further information on this vacancy you may contact Susan Kreft, Human Resource Specialist, at (313) 396-5333.

Payment of relocation expenses IS NOT authorized.

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule that may be changed from full-time, to part-time, or intermittent to accommodate fluctuating workloads
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment
- You will be required to complete a [Declaration of Federal Employment \(OF-306\)](#) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in you application. If you make false statements in any part of your application you may not be hired, or you may be fired after you begin work, or you may be

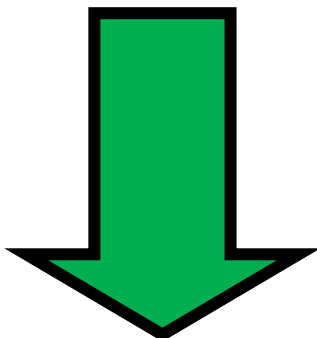
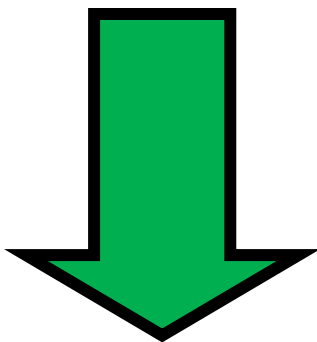
- fined or jailed
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship)
- If selected, male applicants born after 12/31/59 must confirm their [selective service registration status](#). Certification forms are available at most federal agency personnel offices or from the U.S. Office of Personnel Management
- Employees who receive a Voluntary Separation Incentive Payment (VSIP) or “buyout” and subsequently return to a position in a federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount to the agency that paid it

THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.

THIS CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, AGE, MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE AGENCY. THE DECISION ON GRANTING REASONABLE ACCOMMODATION WILL BE ON A CASE-BY-CASE BASIS.

**KEEP SCROLLING DOWN FOR THE VARIOUS CRITERIA
QUESTIONS THAT NEED TO BE ANSWERED AND RETURNED
WITH EACH APPLICATION.**



EVALUATION CRITERIA STATEMENT FOR

Graphic Specialist

Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must answer the below questions addressing each area. You must answer these questions essay style; do not send in work samples.**

Use additional paper for longer answers.

Applicants are required to complete the following:

In the space below, write your experience that supports your answer. In addition to listing your experience, you **must include** the employer's name and address, the title of the position, and the dates of employment. (If you have held multiple positions with the same employer be sure to differentiate by using the position title.)

1. Experience in creating original visually graphic designs and concepts for publications or presentation materials and products to promote, gain cooperation, and/or support for the ideas or programs desired by management.
2. Experience in planning, designing, and developing a variety of different types of materials and/or products to disseminate information to the general public and/or to specialized target groups.
3. Experience in using graphic and publishing software such as; QuarkXpress, Microsoft Publisher, Microsoft PowerPoint, Adobe PhotoShop, and Macromedia Fireworks to create and develop layout and design of materials and products.